

**CONTRACTOR CAPABILITY SURVEY**  
**IRS Procurement Competitive Sourcing Acquisition Branch**

**Part I. Business Information**

Please provide the following business information for your company/institution and for any teaming or joint venture partners:

- Company/Institute Name:
- Address:
- Point of Contact:
- Names of Two (2) Principals to Contact (including title, email address and phone number):
- DUNS Number:
- Phone Number:
- E-mail Address:
- Web Page URL:
- Central Contractor Registration Number:
- Year the Firm was Established:
- Size of Business pursuant to North American Industry Classification System (NAICS) Code **Including Average Annual Revenue for the Past Three (3) Years and Total Number of Employees for NAICS Code: 611430 - \$6.0M Average Annual Receipts.**
- Previous Experience to Include Information for On-Going Contracts or Contracts Completed Within the Last Five (5) Years under the above NAICS Code. Information Required is Name of Contracting Office, (federal, state, local, non-government) Contract Number, Contracting Officer's Name and Current Telephone Number, Contract Type, Period of Performance, Contract Value, and Summary of Contract Work:

Based on the NAICS Code, 611430, state whether your company is:

- Small Business (Yes / No)
- Woman Owned Small Business (Yes / No)
- Small Disadvantaged Business (Yes / No)
- 8(a) Certified (Yes / No)
- HUB Zone Certified (Yes / No)
- Veteran Owned Small Business (Yes / No)
- Service Disabled Small Business (Yes / No)
- Large Business (Yes / No)
- Central Contractor Registration (CCR) (Yes / No)
- A statement as to whether your company is domestically or foreign owned (if foreign, please indicate the country of ownership).

Written responses ONLY, no facsimiles or e-mails, must be received no later than close of business Monday, February 8, 2005. Please mail three **(3) copies** of your response to:

**Internal Revenue Service  
OS:A:P:CSA  
Attn: Linda Krough  
6009 Oxon Hill Rd  
Oxon Hill, MD 20745**

Questions should be addressed to Linda Krough at 202/283-1107.

***Part 2. Capability Survey Questions***

Contractors who are interested in submitting capability statements are requested to address the following areas in order that the Government may assess interest and potential capability in meeting the requirements as defined. Please note that simply restating the tasks and requirements described in the requirements description will be considered inadequate, and therefore, non-responsive.

1. Describe and demonstrate your company's capabilities and experience in planning, developing and operating an enterprise-wide education and training services function to include instructional systems development, testing, assessment, counseling, distance learning, classroom and computer-based instruction, and student records management.
2. Describe and demonstrate your company's capability and experience in managing and executing services contracts for governmental customers.
3. Describe and demonstrate your company's capabilities and experience in managing and maintaining the information technology infrastructure (network, servers, computers and peripherals, hardware and software) needed to support an enterprise-wide education and training service.
4. Describe and demonstrate your company's administration and management systems and processes including service and performance quality control, property management and security, as they apply to the requirements defined in the requirements description.